

  
**JW MARRIOTT.**  
**RestaurantPoint® EAST 2019**  
**ROOM DROP AUTHORIZATION FORM**

If there is something you feel the Chain Executives would benefit from receiving from you about your Company that can't be distributed in your Boardroom/One-on-One sessions, consider doing a room drop of the item. We have received feedback from Chain Executives that less is more and that the item's focus should be a business one.

**DELIVER TO:** PLEASE SELECT ONE

- All Chain Executives
- A selected Group of Chain Executives (LIST TO BE PROVIDED TO HOTEL BY **SEPTEMBER 20, 2019**)
- Everyone in attendance

**PRICING DETAILS:** PLEASE SELECT ONE

- \$3 Generic Per room under door
- \$4 Personalized Per room under door  
(PERSONALIZED/ADDRESSED TO A SPECIFIC GUEST'S NAME)
- \$4 Generic Per room 1-3 items with \$1 for each additional item
- \$6 Personalized Per room 1-3 items with \$1 for each additional item

**\*\*an additional charge of \$3 per item will be charged if room drop items need to be "assembled" by the Hotel e.g. assembling of gift bags, gift baskets with items**

**ROOM DROP SPECIFICS**

Date/Time of Room Drop\* \_\_\_\_\_  
 Description of Item(s) to be dropped \_\_\_\_\_  
 Number of deliveries \_\_\_\_\_

At the door: Door hanger \_\_\_\_\_ or Under door \_\_\_\_\_  
 Inside Room: On Bed \_\_\_\_\_ or On desk \_\_\_\_\_

Contact Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Cell Number \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_

**ALL CHARGES TO BE BILLED TO A GUEST ROOM:**

Onsite Company Representative Name \_\_\_\_\_  
 Onsite Contact Phone Number \_\_\_\_\_  
 Guest Room Confirmation Number \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Today's Date \_\_\_\_\_

**RETURN COMPLETED FORM PRIOR TO SEPTEMBER 20, 2019 TO [SARENE.CAIN@MARRIOTT.COM](mailto:SARENE.CAIN@MARRIOTT.COM)**

\***RestaurantPoint East** reserves the right to limit the number of Room Drops delivered on a given day/over the course of the Event. Should your Room Drop not be able to be delivered as requested for these reasons; you will be contacted by a representative of **RestaurantPoint East**.